

III. ANNUAL ACTION PLAN

III.A. Summary of Mission, Needs, Goals and Strategies

The mission of the Department of Housing and Community Development is to be a catalyst in neighborhood revitalization by strategically leveraging public funds with private and non-profit partners for low-to-moderate income D.C. residents in order to promote the preservation, rehabilitation and development of housing, increase home ownership, and support community and commercial initiatives. This mission aligns with HUD's goals.

To fulfill this mission, DHCD has adopted the goal of assisting low- and moderate-income households and communities through:

- **creation and retention of affordable housing,**
- **expansion of homeownership opportunities, and**
- **support of neighborhood economic and community revitalization.**

Program Year 1; Fiscal Year 2006 Action Plan Goals and Strategies:

The challenges in FY 2006 continue to be the increasing cost of housing, competition for a shrinking pool of affordable units, the impact of housing costs on the most vulnerable populations, the need for a well-educated and well-paid workforce to match living costs, regional employment trends, lack of access to transportation to regional employment opportunities, and the threat of displacement due to the expiration of federally subsidized housing. DHCD has based its projections of need on information provided in the U.S. Census data and 2003-2004 studies by Fannie Mae; information from DC Government agencies, as well as 2005 studies by the D.C. Fiscal Policy Institute and other organizations. These studies show:

- The shortage of affordable housing units is exacerbated by the influx of higher-income households into previously lower-income neighborhoods such as Columbia Heights (Ward 1) and Shaw (Ward 2).
- A concurrent increase over the past decade in both median income and poverty, indicating a widening gulf in household incomes among District residents.
- A prevalence of cost burdening, and an increase in crowding, within the District's rental stock, pointing to the shortage of affordable and/or family-sized units.

DHCD administers a number of programs that: directly support its goals for adding affordable housing, for homeownership, for commercial and community facilities; neighborhood-based services; and economic opportunity. DHCD will continue to utilize its competitive funding process to target specific projects to meet these goals, issuing a Request for Proposals for development projects and Request for Applications for service-oriented grants.

For each fiscal year, based on community consultation, experiences within the marketplace, U.S. Census and other data, DHCD establishes objectives to meet HUD priority needs. These objectives are recorded in the agency's Action Plan, Performance-Based Budget (PBB), and Department Performance Measures. The following tables present DHCD's FY 2006 objectives within the categories specified by HUD, and within the HUD Table 1C and 2C formats. (DHCD Tables 3 and 4)

Table 3: HUD "Table 1C" Summary of Specific Homeless/Special Needs Objectives

Obj.	Specific Objectives	Performance Measure	Expected Units	Actual Units
#1	Homelessness			
1.1	Prevent increases in homelessness	Eviction-prevention grants provided for families and individuals	178 families; 90 individuals	
1.2	Support homeless families	Families benefiting from support provided for Family Shelter	55 families	
1.3	Maintain the quality of shelter provided to homeless persons.	Shelter beds renovated	N/A in '06	
#2	Special Needs Objectives			
2.1	Provide housing information services to persons living with HIV/AIDS	Persons receiving housing information	1950	
2.2	Provide and sustain short-term supportive housing opportunities to persons living with HIV/AIDS	Persons served (with Project Based, Tenant-Based, and Rent, Mortgage, Utility assistance.	400 project-based; 696 supportive housing; 700 TBRA vouchers; and 710 rent, mortgage, utility payments.	
2.3	Provide supporting services to HOPWA-assisted housing	Persons provided supportive services	525	
2.4	Provide operating support to housing for persons living with HIV/AIDS	Sub-grants awarded	28	
2.5	Assist communities to develop comprehensive strategies for HIV/AIDS housing, outreach and education.	Sub-grantees provided Technical Assistance	28	
2.6	Other Special Needs Housing Units are included in the objective #2 to preserve and increase affordable housing.	Special needs housing units assisted.	Part of 1508 units of affordable housing	

Table 4: HUD "Table 2C" Summary of Specific Housing/Community Development Objectives

Obj.	Specific Objectives	Performance Measure	Expected Units	Actual Units
#3	Rental Housing Objectives			
3.1	Preserve and increase affordable housing supply for low-moderate income, extremely low and very low-income residents.	Units funded with multi-family rehabilitation and construction assistance. (See also 4.4—Total production of affordable housing units targeted at 1,508 units)	1,308	
3.2	Support tenants through tenant organizations with first right to purchase assistance to convert rental units to ownership units.	Tenants provided counseling, technical assistance	4000	
3.3	Provide counseling to tenants in assisted housing with expiring subsidies, to prevent involuntary displacement.	Tenants assisted	3000	
#4	Owner Housing Objectives			
4.1	Increase homeownership opportunities for low-moderate-income residents	Home purchase loans to homebuyers; incentives to non-profit developers; predevelopment loans.(includes HoDIF funds)	240	
4.2	Increase homeownership opportunities for very low- and low-income residents who are HOME-income eligible through the ADDI program	Home purchase loans to very-low and low-income home buyers, especially current public housing residents; pre-and post-ownership counseling	25	
4.3	Preserve existing home-ownership through assistance with rehabilitation to code standards.	Single-family rehab loans directly or through nonprofit intermediaries.	30	
4.4	Increase supply of new single and multi-family ownership housing units	Construction assistance loans for ownership units. (See 3.1; 1508 affordable units is target—single and multi-family)	200	
4.5	Assist conversion of rental units to condominium/co-op Ownership units.	Families assisted	150	
4.6	Promote and preserve home ownership and support homeowner management skills	Persons receiving comprehensive housing counseling and program intake.	7992	
4.7	Promote home ownership through the reclamation of abandoned properties.	Continue to service existing Homesteaders	5	
#5	Community Development Objectives			
5.1	(Neighborhood Revitalization) Support retention and growth of local neighborhood businesses	Businesses assisted through technical assistance from CBOs	1500*	
#6	Infrastructure Objectives			

Obj.	Specific Objectives	Performance Measure	Expected Units	Actual Units
	Infrastructure Objectives may include business infrastructure improvements funded with local funds. See Economic Development Objectives.	(See 9.3)		
#7	Public Facilities Objectives			
	There are no specific public facility objectives in this Plan; public facility activities are undertaken as part of Development Finance Division Project Finance (see page 38)			
#8	Public Services Objectives			
	See Neighborhood-Based Activities discussion.	See Objectives 3.3, 4.5 and 9.1		
#9	Economic Development Objectives			
9.1	Foster job growth for local residents	Provide temporary construction jobs through DHCD-funded developments	2,000 jobs created through projects	
9.2	Support property management (through RLA-RC)	Properties Managed	94	
9.3	Enhance function and appearance of business facilities to strengthen commercial corridors	Businesses assisted through grants for the revitalization of commercial facades	50	
#10	Planning/Administration:			
10.1	Conduct program monitoring activities	Site visits and reports	60	
10.2	Carry out the Department's Administrative Management Program	Various	N/A	

*A range of technical assistance is provided, from phone references to full business plans. Approximately 300 businesses are provided in-depth assistance each year.

Managing the Process: Citizen Participation

The District of Columbia has a completed and approved Citizen Participation Plan on file. In developing its Consolidated Five-Year Plan for FY 2006-2010, DHCD conducted extensive outreach and utilized the results from that outreach in preparing this Annual Action Plan. Additional outreach, document circulation and hearings were part of the process for finalizing the Action Plan for submission to HUD. The Citizen Participation Plan has been followed in developing this '06 Action Plan. **Appendix D** contains the Notices of Public Hearings, summaries of hearing testimony and Department responses to testimony.

DHCD has taken the following actions to provide for/encourage citizen participation in developing the Strategic Plan and Annual Action Plan.

Outreach (Indicate methods used):

- ☒ To minorities and non-English-speaking persons
- ☒ To persons with disabilities
- ☒ To low- and moderate-income persons living in slum and blighted areas
- ☒ To low- and moderate-income persons living in areas where CDBG funds are proposed to be used
- ☒ To residents of predominantly low- and moderate-income neighborhoods
- ☒ To residents of public housing
- ☒ Citizen Advisory Committee (Advisory Neighborhood Commissions)
- ☒ Neighborhood meetings

Below is the schedule of meetings to elicit community information on Plan priority needs.

Schedule of Community Hearings:

Date/Time	Meeting Location
Nov. 16 th 6:30-8:30 PM	Metropolitan Police Dept. , 801 Shepherd Street, NW
Nov. 18 th 6:30-8:30 PM	Matthews Memorial Church, 2616 Martin Luther King Ave. SE
Nov. 30 th 6:30-8:30 PM	Harriet Tubman Elementary School, 3101 13th St. NW
Dec. 2 nd 6:30-8:30 PM	DHCD, 801 N. Capitol Street, NE, 9th Floor Board Room
Dec. 7 th 6:30-8:30 PM	Marshall Heights CDO, 3939 Benning Road, NE

Schedule of stakeholder and government meetings:

Date/Time	Group or Topic	Location: DHCD 9th Floor Conf. Rm.
Nov. 10 th 12:30 PM	DC Government Agencies	DHCD
Nov. 16 th 12:30 PM	Homeless/Special Needs	DHCD
Nov. 17 th 12:30 PM	Advocates, Special Needs	DHCD
Nov. 23 rd 12:30 PM	Non-Profit Developers	DHCD
Nov. 30 th 12:30 PM*	Public Housing	DHCD

* This meeting was cancelled due to lack of response from Public Housing Resident Councils

Public hearings

- November 16, 18, 30, and December 27, 2004;
- March 22, 2005, April 14, 2005

Other: (List below)

- Direct Mail of Action Plan and Hearing information to 100 groups and almost 3,000 individuals.
- Media Advertisement in 4 publications, and publications reaching different language groups and affinity groups.
- On-Line Access to Action Plan Documents.

Public Notices of the Needs Hearings and the budget hearing on the Five-Year and Annual Action Plan were provided at least two weeks prior to the hearings; the draft documents were available for public review two weeks prior to the Budget Hearing. The record was held open for an additional week following the hearings. The Comment Period was initiated for both the Draft Five-Year Consolidated Plan and the Draft Proposed FY 2006 Annual Action Plan, with publication of the Notice of Availability in the D. C. Register on February 25, 2005. Review periods were provided before and after the March 22nd DHCD budget hearing on the Draft Consolidated Plan and for the hearing by the Council of the District of Columbia held on April 14, 2005.

All hearings were held at sites accessible to METRO Rail and bus service. Sign language and Spanish translation services were also provided. Documents were available for review at public libraries, community-based organizations, on-line at DHCD's website, and at the Department's headquarters, which is convenient to both METRO rail and bus service. (Appendix D)

III.B. Managing the Process: Consultation with Public and Private Entities

1. The following agencies, organizations, and companies were consulted in preparation of this Action Plan: (Appendix D)

- Assisted housing
- D.C. Housing Authority
- D.C. Department of Health, HIV/AIDS Administration
- Deputy Mayor for Children, Youth, Families and Elders
- D.C. Office on Aging
- MANNA
- National Housing Trust
- William C Smith Co.
- Greater Washington Urban League
- Transitional Housing
- Coalition for Non-Profit Housing and Economic Development
- City First Bank
- Marshall Heights CDC
- BB&T
- Building Blocks
- Enterprise Foundation

- Latino Economic Development Corporation
- Health services
 - D.C. Department of Health; Lead Safety Office
 - D.C. Department of Human Services
 - D.C. Department of Mental Health
- Social services
 - D.C. Department of Human Services
 - So Others Might Eat (SOME)
 - United Planning Organization (UPO)
- Homeless services
 - Office of the Deputy Mayor for Children, Youth, Families, and Elders
 - The Community Partnership for the Prevention of Homelessness
 - Coalition for the Homeless
 - Community of Hope
 - N Street Village
 - Hannah House
 - Cornerstone
- Services to persons with disabilities
 - D.C. Department of Health, HIV/AIDS Administration
 - The Green Door,
 - D.C. DHS, Family Services
- Adjacent units of general local government
(See above list of DC agencies)
- Other:
 - D.C. Housing Finance Agency
 - Metropolitan Police Department

Coordination:

The DHCD participates in meetings on a weekly basis with other agencies under the Deputy Mayor for Planning and Economic Development Cluster. At these “Cluster” meetings, agencies keep each other apprised of on-going and planned activities, develop partnerships for shared activities, and strategize for long-range, shared solutions to city problems. It is through this mechanism, and through monthly Cabinet meetings of all “Clusters”, that DHCD carries out regular consultation on Action Plan initiatives that require input or activity from other agencies.

2. Lead agency or entity responsible for overseeing the development of the Action Plan is the D.C. Department of Housing and Community Development (DHCD).

3. Lead Based Paint: What organizations were consulted when preparing the portion of the Action Plan dealing with lead-based paint hazards? (Check all that apply)

- ◆ State or local health agencies
 - D.C. Department of Health
- ◆ State or local child welfare agencies
 - Indicate names: (coordinated through the Department of Health)

◆ Other

DHCD has actively engaged public agencies and private entities in its efforts to address lead-based paint hazards, starting with a Lead-Safe Housing Conference in July 2003 for public and private entities, including government agencies, lending institutions, non-profit and for-profit developers, contractors and others to familiarize them with the Lead Safe Rule and procedures to be followed. The Department subsequently hosted a Lead-Safe Washington Industry Forum on February 12, 2004, for lead contractors, risk assessors, developers, and owners to bring them up-to-date on District of Columbia law for lead-based paint and to introduce them directly to DHCD's new HUD Lead Grants. DHCD plans to conduct another Lead-Safe Housing Conference, with Lead Safe Washington as a major focus, with its public/private partners in the fall of 2005, the start of FY 2006. In addition, DHCD will continue to meet with contractors, community groups, and other interested stakeholders to ensure dissemination of lead-safe information through an extensive Outreach and Education Campaign funded under the Grants.

III.C. Managing the Process: Certifications

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- | | |
|--------------------------------------------|-------------------------|
| 1. Analysis of Impediments to Fair Housing | Analysis On File |
| 2. Citizen Participation Plan... | Plan On File and In use |
| 3. Anti-displacement and Relocation Plan | Plan On File and In Use |

Certifications appear on the following pages. (Signed certifications will accompany the final submission.)

General Certifications

In accordance with the applicable statutes and regulations governing the Housing and Community Development Plan regulations, the District of Columbia Government hereby makes the following certifications:

Affirmatively Furthering Fair Housing - The District hereby certifies that it will affirmatively further fair housing.

Anti-Displacement and Relocation Plan - The District of Columbia Government hereby certifies that it has in effect and is following a residential anti-displacement and relocation assistance plan that, in the case of any such displacement in connection with any activity assisted with funds provided the CDBG or HOME programs, requires the same actions and provides the same rights as required and provided under Section 104(d) of the Housing and Community Development Act of 1974 in the event of displacement in connection with a development project assisted under Section 106 or 119 of such Act.

Drug Free Workplace - The District of Columbia Government will provide a drug-free workplace by:

1. Publishing a statement notify such employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specify the actions that will be taken against employees for violations of each prohibition;
2. Establishing an ongoing drug-free awareness program to inform such employees about;
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Providing all employees engaged in performance of the grant with a copy of the statement required by subparagraph 1 of this clause;
4. Notifying such employees in writing, in the statement required by subparagraph I of this clause, that as a condition of continued employment on this grant, the employee will:
 - (a) Abide by the terms of the statement; and

- (b) Notify the employer, in writing, of the employee's conviction for a criminal drug statute for a violation occurring in the workplace not later than five (5) calendar days after such conviction.
- 5. Notifying the Contracting Officer, in writing, within ten (10) calendar days after receiving notice under subdivision 4(b) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- 6. Within thirty (30) calendar days after receiving notice under subdivision 4(b) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
 - (a) Taking appropriate personnel action against such employee up to and including termination; or
 - (b) Require such employee to satisfactorily participate in a drug-abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
- 7. Making a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1 through 6 of this clause.

The grantee, if an individual, agrees by award of the grant or acceptance of a purchase order, to not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the performance of this grant.

In addition to other remedies available to the Government, the grantee's failure to comply with these requirements may, pursuant to FAR 23.506, render the grantee subject to suspension of grant payments, termination of the grant for default, and suspension or debarment.

Anti-Lobbying - The District of Columbia Government hereby certifies that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any reason for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, loan, loan or cooperative agreement;
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete

and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions; and

3. It will require that Anti-Lobbying language be included in the award documents for all standards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly; the jurisdiction is in compliance with restrictions on lobbying required by 24 CFR Part 87, together *with* disclosure forms, if required by that part.

Authority of Jurisdiction - The District of Columbia Government hereby certifies that the Consolidated Plan for the 2001-2005 period is authorized under local law and the District of Columbia Government possesses the legal authority to carry out the programs for which it is seeking funding in accordance with applicable HUD regulations.

Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of the grantee to submit the Consolidated Plan and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the Consolidated Plan and to provide such additional information as may be required.

Prior to submission of its Consolidated Plan to HUD, the grantee has:

1. Met the citizen participation requirements of Section 570.301(b);
2. Prepared its Consolidated Plan of housing and community development objectives and projected use of funds in accordance with Section 570.301 and made it available to the public.

Consistency with the Plan - The District of Columbia Government hereby certifies that the housing activities to be undertaken with CDBG, HOME, ESG and HOPWA funds are consistent with the strategic plan.

Acquisition and Relocation - The District of Columbia Government hereby certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, implementing regulations at 49 CFR Part 24.

Section 3 - The District of Columbia Government certifies that it will comply with Section 3 of the Housing and Urban Development Act of 1968 and implementing regulations at 24 CFR Part 135.

By: (Signed certifications with submitted document) _____ Date:
Jalal Greene, Acting Director
Department of Housing and Community Development